

ASSISTANT DIRECTORS' MEETING

AGENDA

Director's Conference Room, First Floor  
Administration Building  
On Monday, 7 December 1953 at 1100 Hours

---

Staff Duty for the Saturdays  
Following Christmas and New Years

Mr. Dulles

7 December 1953

25X1

STAFF CONFERENCE

Minutes of Meeting Held in Director's  
Conference Room, Administration Building  
Monday, 7 December 1953, at 1100 Hours

Mr. Dulles Presiding

Lieut. Gen. Charles P. Cabell, Deputy Director of Central Intelligence  
Frank G. Wisner, Deputy Director for Plans  
Huntington D. Sheldon, Acting Deputy Director for Intelligence  
Col. Lawrence K. White, Acting Deputy Director for Administration  
Lyman B. Kirkpatrick, Inspector General  
H. Marshall Chadwell, Assistant Director for Scientific Intelligence  
Otto E. Guthe, Assistant Director for Research and Reports  
Sherman Kent, Assistant Director for National Estimates  
George G. Carey, Assistant Director for Operations  
James M. Andrews, Assistant Director for Collection and Dissemination  
James Q. Reber, Assistant Director for Intelligence Coordination  
Col. Matthew Baird, Director of Training  
Col. Sheffield Edwards, Director of Security

[redacted], Acting Personnel Director  
[redacted], Acting Comptroller  
[redacted], Auditor in Chief

Lawrence R. Houston, General Counsel

Richard Helms, Chief of Operations

Tracy Barnes, Chief [redacted]

[redacted], Chief, Planning and Program Coordination Staff

[redacted], Chief for Technical Support

[redacted], Chief of Administration, Office of DD/P

[redacted], Sitting in for Chief of FI

Dr. John R. Tietjen, Chief, Medical Staff

John Warner, Executive Officer for DD/A

[redacted], Executive Assistant to the Director

[redacted], Assistant to the Director

[redacted], Assistant to the Director

[redacted], Assistant to the Director

TOP SECRET

1. Approaching Session of Congress

The Director noted that the new Congress would soon be in session and asked that the senior officials of the Agency let him know what friends they have among the Congressmen.

2. [ ] Conference

The Director mentioned that Mr. Amory was attending the [ ] Conference and noted that this was the first time we had been called upon to [ ] such a Conference.

3. Staff Studies

General Cabell requested that any staff study sent up for consideration by the Director or the Deputy Director give a recommended action and that it be thoroughly coordinated before being forwarded. Mr. Dulles further requested that if no action is required on the part of the Director and the Deputy Director that it be so stated in the paper.

4. Saturday Coverage after Holidays

Colonel White explained that a skeleton force would be maintained on the Saturdays after Christmas and New Years. By a skeleton force he indicated a force sufficient to allow the individual offices to function.

5. Payday

Colonel White announced that normally we would be paid on the thirty-first of December. He has arranged, however, to have the checks dated 1 January 1954 for tax reasons, although they will be issued on 31 December.

6. Budget

Colonel White stated that the Bureau of the Budget had disallowed [ ] dollars on our A Budget. On the B Budget they considered that some items should be transferred to the A Budget and that the rest of the B Budget would be disallowed except for unvouchered funds.

\* \* \* \* \*

TOP SECRET